



School Dollars and \$ense

MAY 2017

School Bookkeeper / Secretary Newsletter

The Bookkeeping Coordinator Team in Finance Services is here to serve and support the Finance functions of our schools and departments.

Please contact our department with any questions you may have and we will be happy to assist.

Bookkeeping Coordinators:

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Spring School Bookkeeper Meeting

Thank you for your participation. Responses to the Parking Lot questions from the Spring Bookkeeper Meeting will be sent via email when all of the questions have been addressed.

Bookkeeper Backup Information

For those that have not sent their Backup Information requested in March, please scan it to Michael Gonzalez by end of year at mmgonzal@pasco.k12.fl.us.

Munis Trainings: May/June

Tuesday, May 2, 2017	Payroll Time Entry:	8:30 – 12:00 PM
Thursday, May 4, 2017	Contracts:	8:30 – 12:00 PM
Tuesday, May 9, 2017	Work Orders:	8:30 – 12:00 PM
Thursday, May 11, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, May 18, 2017	Budget Amendments/P-Cards:	8:30 – 12:00 PM
Tuesday, May 23, 2017	Payroll Backup	8:30 – 12:00 PM
Thursday, June 1, 2017	Payroll Time Entry:	8:30 – 12:00 PM
Thursday, June 1, 2017	Contracts:	1:00 – 4:30 PM
Thursday, June 8, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, June 8, 2017	Work Orders:	1:00 – 4:30 PM
Thursday, June 22, 2017	Budget Amendments/P-Cards:	8:30 – 12:00 PM
Tuesday, June 27, 2017	Payroll Backup	8:30 – 12:00 PM

All trainings are scheduled to be held in Building 3, Training Room F. In the case of low enrollment, the trainings will be held in one of the small conference rooms in OTIS.

Advanced Munis Trainings: April/May

Advanced Munis training classes are now being offered. You can register through myPGS. The dates for the training are as followed:

Wednesday, May 17, 2017	Training Room F	8:30 – 12:00 PM
Wednesday, May 31, 2017	Training Room F	1:00 – 4:30 PM

Excel Trainings

Please contact one of the Bookkeeping Coordinators to sign up for one of the following Excel trainings:

Tuesday, June 13, 2017	Basic *HREQ Conference Room	9:00 – 11:00 AM
Tuesday, June 13, 2017	Intermediate	1:00 – 3:30 PM
Tuesday, September 26, 2017	Basic	9:00 – 11:00 AM
Tuesday, September 26, 2017	Intermediate	1:00 – 3:30 PM

*All other sessions will be held in the Finance Conference Room, Building 4.

Month End Reconciliation Training

We have scheduled dates for Month End Reconciliation training. We will request those who are having challenges in that area to register for a date that is convenient for you. Some of the topics reviewed will be basics procedures, reports, troubleshooting hints, and best practices. The training dates are as follows:

Tuesday, May 9, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, May 16, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, June 6, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, June 13, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, July 11, 2017	Finance Conference Room	8:30 – 12:00 PM

P-Card Credit Transactions

When processing a credit on a P-Card from a prior purchase, reference the original P-Card statement ID anywhere in the notes section or description field. Follow the same process for the reimbursement of sales tax.

Athletics, Band, & Chorus Fees Collected

Secondary schools need to submit to the District their Athletic, Band, and Chorus fees collected before the end of the year.

Athletic High School Playoffs

There is funding available at the district to assist high schools with the cost of playoff expenses. To request reimbursement for playoff expenses, complete the [Summary for Reimbursement of Athletic Playoff Expenses](#). Send the completed form, along with the required documentation attached, to the Athletic Program Coordinator for review by **June 1st**. Currently you can be reimbursed around 10% of what you spend. Contact your Bookkeeping Coordinator for questions and assistance.

2016 – 2017 Year End Information

Year End Procedures, Year End Reports Cover Sheet, along with all other reports and inventory forms are updated and available on the Finance Services website located in Bookkeeper Resources. The link is provided for your convenience: [Finance Services - Bookkeeper Resources](#). The deadline for submitting Year End Reports is July 17, 2017.

Fee Based Camps Reminder

Jamie Williams will continue to be the Finance Services contact for Fee Based Camps throughout the summer. She can be reached at X42285 and jalwilli@pasco.k12.fl.us.